

# Code Administration Officer II



**Job Code:** 5081  
**Grade:** 125  
**Reports to:** Neighborhood Services Director  
**Salary Range:** \$42,999 - \$65,804  
**FLSA Status:** Non-Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs intermediate professional and protective work investigating and enforcing various codes and ordinances and abating violations of the City Code; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification performs intermediate technical work involving the proactive and reactive enforcement of City codes and ordinances throughout the City, with greater latitude for independent judgment than prescribed for the Code Administration Officer I position. The employee is responsible for coordinating and administering the enforcement process, assessing, evaluating, and enforcing adherence to and compliance with all applicable regulatory standards and requirements with the objective of ensuring the safety, health and general welfare of the general public and business community. The employee performs essential functions as outlined herein according to assigned functional area, e.g., rental structures, neighborhood services, nuisance abatement.

## **ESSENTIAL FUNCTIONS**

Responding to and investigating citizen complaints regarding alleged nuisances and code violations; attempting to alleviate violation by negotiation; issuing official notices or citations to correct violations; preparing cases and testifying in court; preparing and maintaining files and records.

## **EXAMPLES OF WORK**

- Investigates citizen complaints regarding code violations and nuisances such as illegal dumping, home businesses, illegal construction or occupancy, tall grass, weeds, dilapidated structures, trash, debris, etc.
- Communicates with business and property owners and homeowner associations concerning violations.
- Conducts inspections to ensure compliance with commercial property use and occupancy codes.
- Performs field inspections and re-inspections of rental housing for compliance with building, plumbing, electrical, or mechanical codes.
- Prepares reports for owners or owner-occupants listing deficiencies to be corrected.
- Conducts re-inspections to determine adequacy of repairs made.
- Receives complaints in regard to defective construction and handles enforcement problems.
- Answers questions from private citizens, contractors, and builders, does basic plan checking to determine compliance with codes.
- Confers with tenants and owners on code compliance matters.
- Reviews building plans and specifications for compliance with codes.
- Assists with environmental and related code inspections.
- Makes reports and keeps records regarding inspections.
- Issues warnings, official notices, and citations as necessary to obtain compliance.
- Prepares cases and testifies in court, obtains court orders to abate violations.
- Administers and enforces the sign ordinance.
- Reviews sign applications and permits.
- Assists animal control enforcement.

- Conducts research, develops recommendations for code amendments.
- Assists in mediating landlord/tenant issues.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of City ordinances and environmental codes.
- Thorough knowledge of applicable Federal, State, and local laws and regulations.
- Thorough knowledge of the principles, practices, methods, and techniques of code violation investigation and enforcement.
- General knowledge of legal procedures related to the enforcement of ordinances and codes.
- Knowledge of basic mathematical principles for reading maps, measuring, and other computations necessary to identify violations.
- Ability to independently perform a full range of municipal code enforcement and compliance duties.
- Ability to interpret and apply applicable codes, ordinances, and regulations related to zoning, nuisance abatement, and health and safety issues.
- Ability to analyze or recognize potential code violations accurately and adopt effective resolution processes.
- Ability to read and interpret blueprints, site plans, and designs and to ensure compliance with appropriate ordinances and codes.
- Ability to analyze and compile technical information.
- Ability to prepare accurate and detailed documentation of investigation findings.
- Ability to prepare factual and comprehensive reports and present same, orally and in writing.
- Ability to communicate clearly and effectively, orally and in writing.
- Ability to respond to inquiries, complaints, and requests for service and enforce ordinances and regulations with firmness, tact, and impartiality.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to interact professionally and cooperatively and establish and maintain effective working relationships with associates, public officials, public and private representatives, contractors, and the general public.

**MINIMUM EDUCATION AND EXPERIENCE**

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate. Three (3) years of related experience in codes inspection and enforcement; or any equivalent combination of education, training, and experience.

**WORK HOURS**

Requires 40 hours in a standard workweek.

**WORK CONDITIONS**

- Light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Work requires walking, stooping, climbing, standing, fingering, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.

- Visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

Updated FY 2012

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**ACKNOWLEDGMENT OF CLASS SPECIFICATION**

I acknowledge that I have read the class specification and requirements for the Code Administration Officer II position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes      ☐ No

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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